



Sustainable Food Policy Board

JUNE MEETING MINUTES Monday, June 9, 2014

The Sustainable Food Policy Board (SFPB) convened on Monday, June 9, 2014, at The Street Jones Building, 1000 East 11th Street, 4th Floor, Rm 400A, Austin, Texas 78702

Board Members in Attendance:

Rutledge, Ronda; Chair	Cooper, Mindy	McDermott, Paula
Green, Kathy	Evans, Alexandra	
Blackwell, Lisa	Selena Booth	
Bowman, Dominique	Reed, Brandon	

Absent Board Members:

England, Hildreth	Erin Flynn
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Staff in Attendance:

Cassandra DeLeon, HHSD	Phil Huang, A/TC HHSD	Edwin Marty, OoS
Lydia Jarjoura, OoS		

CALL TO ORDER

Chair Ronda Rutledge called the meeting to order at 6:10 p.m.

1. CITIZEN COMMUNICATION

- Katherine Nicely
Topic: Coded Ordinance Working Group- Provided board with an update which included a CodeNEXT update found in the community report (pgs. 57-58).
- Stacy Guidry
Topic: Zero Waste- Provided board with an update which included suggesting that the URO decrease it's timeline for the benefit of commercial composting services.
- Robin Schneider
Topic: Climate Protection and Zero Waste- Provided board with suggestions on why council should not delay the URO because of restaurant owners.

2. STAFF BRIEFING –URBAN FARM ORDINANCE 20131121-020 (JERRY RUSTHOVEN-PLANNING DEVELOPMENT AND REVIEW DEPARTMENT) [Backup posted to BC website]

- Jerry Rusthoven is the Manager of Planning and Development Review
- Briefing included information regarding the implementation of the Urban Farm Code Ordinance- Still working on change of use permit. In the process of meeting with City permit center.
- Updated that temporary use permits were issued for the Urban Farm tour.

3. STAFF BRIEFING – FY2015 HHSD BUDGET FORECAST (JOHN MILLER- HEALTH AND HUMAN SERVICES DEPARTMENT) [Backup posted to BC website]

- John Miller, Financial Manager and Kymberley Maddox, Chief Administrative Officer of Health and Human Services
- Briefing included an overview of the department's funding sources, programs, and key cost drivers.

- HHSD also provided an overview of Critical Priorities and Horizon Issues. HHSD has included funding request for SNAP EBT support and enrollment outreach as a part of the critical priorities list submitted with the department's budget.

4. STAFF BRIEFING- UNIVERSAL RECYCLING ORDINANCE (JASON MCCOMBS-AUSTIN RESOURCE RECOVERY) [Backup posted to BC website]

- Gina McKinley provided the presentation. Gina is an Environmental Conservation Program Manager at Austin Resource Recovery.
- Briefing included an update on the Universal Recycling Ordinance and specific amendments made to that ordinance.

5. APPROVAL OF MINUTES OF APRIL 28, 2014 MEETING

- Member Paula McDermott moved to approve minutes
- Member Selena Booth seconded motion.
- Motion passed 9-0-0.
- Minutes approved.

6. APPROVAL OF MINUTES OF MAY 12, 2014 MEETING

- Member Lisa Blackwell moved to review minutes
- Member Dominique Bowman seconded motion.
- Motion passed 9-0-0.
- Minutes approved with typographical changes.

7. DISCUSS AND TAKE APPROPRIATE ACTION

A. Board Infrastructure and Protocol

1) Board Membership Update – Vacancies / Appointments

- Member Paula McDermott will send notice of resignation in an email to all Board members.
- Board discussed participating in the search to fill vacant seats
- No action taken.

2) Discussion of meeting dates/times

- Board discussed process of reporting absences
- Member Ronda Rutledge stressed importance of communication through BC email
- No action taken.

3) Discuss amendments to bylaws

- Discussed sections that should be addressed to possible amend
 - a. Article 7 section L: change Health and Human Services Department to read Office of Sustainability
 - b. Article 7 section D: The phrase "board shall meet monthly"
 - c. Article 8 section A: Executive Committee/working groups
 - d. Article 8 section D: change Health and Human Services Department to read Office of Sustainability
- Board will read through bylaws before next full meeting
- No action taken.

B. Board Recommendations Follow-up

1) Supplemental Nutrition Assistance Program (SNAP) Outreach/Incentives

- Member Kathy Green provided update that Council Member Martinez will make a motion of two cosponsors at Thursday's council meeting
- No action taken.

2) Healthy, Local, Sustainable Food in City/County Venues

- Member Edwin Marty provided update that an administrative bulletin is in the process of being written to inform the City departments on healthy and local food procurement.
- Will provide draft at next full meeting
- No action taken.

3) Land Use

- a. Urban Farm Definition Revision
 - No new update.
 - No action taken.
- b. Non-Code Recommendation SNAP EBT Technology at Farm Stands
 - No new update.
 - No action taken.

C. Board Working Group Recommendations Follow-up

1) Codes and Ordinances Working Group

- Member Selena Booth updated that the next working group meeting will be held at the end of June.
- No action taken.

2) Community Engagement Working Group

- Group is in the process of getting initial meetings set up at City Hall
- No action taken.

3) Distribution/Processing of Local Meats Working Group

- Working Group still working on recommendations
- No action taken

4) Food Security Working Group

- Member Ronda Rutledge recused herself from updates
- Member Kathy Green introduced Community Transformation Grant letter of support to Council to sustain activities after grant ends in September 2014.
- Member Paula McDermott moved to approve letter
- Member Selena Booth seconds motion
- Motion passed 8-0, 1 abstained

5) Farmland Preservation and Access Working Group

- Last meeting was on 5/21
- Paula McDermott is handing over working group liaison to members Brandon Reed and Alexandra Evans.
- In the process of setting up the next meeting
- No action taken

6) Retail Capacity Working Group

- Member Dominique Bowman will attend Food Trust meeting on June 24, 2014.
- Next working group meeting will be held in July.
- No action taken.

8. **REVIEW OF BOARD MEMBER ASSIGNMENTS**

- Member Ronda Rutledge will review bylaws before executive meeting and follow up with Hildreth England regarding submitting the SNAP letter of recommendation.
- Member Paula McDermott will send recruitment email to Board and will send vacancy email to Edwin Marty and Lydia Jarjoura so that they can send out
- Member Brandon Reed will research neighborhoods and review options for reaching out non-digitally. He will attend Thursday's City Council meeting and Saturday's CodeNEXT meeting

- Member Dominique Bowman will attend the June 24th retail meeting
- Member Alexandra Evans will attend Thursday's City Council meeting and will get her BC email set up
- Staff will follow up with Deena if there are any problems with BC emails.

9. FUTURE AGENDA ITEMS

- Discussion/ Amendments of bylaws
- Jerry Rusthoven to update
- Discuss concerns about the Universal Recycling Ordinance update and Citizen Communications

ADJOURNMENT

Meeting was adjourned at 8:25p.m.